



City of Milpitas

Announces a job opportunity for Planning Intern

Working Title: Planning Intern (Part-Time)
Hourly Salary Range: \$9.18 - \$17.68/hour
Final Filing Date: Tuesday, November 18, 2014

The City of Milpitas seeks a Part-Time, Temporary Student Intern to perform a variety of technical planning, and housing assignments. This person would be assigned to the Planning Division.

DUTIES

- Provides information to the public regarding the General Plan, Specific Plans, zoning, application procedures, and current projects, etc. at the front counter and/or over the telephone.
- Gathers and prepares data in written and graphic form for use by the Department. Updates a variety of maps and exhibits.
- Reads and interprets blueprints, maps, planning regulations etc., while assisting professional planners and/or responding to general inquiries.
- Assists in the tabulation and completion of survey data and other statistical data.
- Prepares correspondence, reports, charts and other materials, as needed.
- Processes minor planning applications and reviews business licenses and building permits for compliance with planning regulations.
- Assists in setting rooms up for Department meetings; and perform other related tasks as required.
- Prepares, maintains and updates a variety of handouts, instruction sheets, and other written materials relating to Department processes and land use applications.
- Identifies ordinance violations and assists owners in resolution of violations. Notifies property owners and citizens of violations, as necessary. Provides administrative assistance related to code compliance correspondence and tracking.
- Assist with Planning Division Administration as needed.
- Assists in maintaining the data base of information for the Department.
- Performs related duties as required.

Knowledge of:

Zoning ordinances, CEQA procedures, research methods, principles and practices of municipal planning and modern office equipment including a PC, GIS and related software.

Ability to:

Use modern office equipment and related equipment. Read and interpret maps, planning regulations, ordinances, etc. Prepare reports and data in written and graphic form; Perform research and compile statistical information; communicate effectively verbally and in writing; and develop and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

Any combination of related experience and education equivalent to completion of a four-year degree in planning or a related field which demonstrates significant knowledge of the principles of City Planning and general office procedures. Internship or similar experience with a California public agency in a Planning or Community Development Department is highly desirable.

Note:

Upon selection, additional requirements include:

1. Fingerprint clearance (Department of Justice background check) if 18 years or older.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Possession of or ability to obtain a valid CA drivers license required.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions; the noise level is relatively quiet.

APPLICATION PROCEDURE

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.CalOpps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application.

Please submit a completed application and resume. The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the examination process. Only those candidates most qualified will be invited to an interview. Verification of other required documentation may be required at a later date.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

455 E. Calaveras Blvd., Milpitas CA 95035-5411

PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

